



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

**ADMINISTRATIVE SIGN APPROVAL - TEMPORARY SIGN PERMIT
NOT ASSOCIATED WITH A TEMPORARY USE PERMIT**

The undersigned hereby applies for a Temporary Sign Permit under the provisions of § 78-202.7(g) of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. Submittal of this form with **original signatures is required.** ***PLEASE PRINT OR TYPE (Unless otherwise indicated.)***

Subject Property Information

Address of Subject Property:

Name of Business Establishment
Associated with this Application:

Building/Development Name:

Type of Use (please specify whether
commercial, industrial, office, or other):

Placement of Sign
(All 4 corners of the sign must be
secured. No sign shall be permitted that
creates a sight distance problem.)

Sign Message Content:

Construction Materials of Sign:

Length and Width of Sign
(Not to exceed 24 square feet):

Dates Sign will be Displayed
(Not to exceed 45 consecutive days):

Applicant Information

Name and Title:

Mailing Address:

Telephone Number(s):

Fax Number:

E-mail Address:

Applicant Signature:
(Original Signature Required)

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Property Owner Information

Name and Title:	_____
Company Name:	_____
Mailing Address:	_____
Telephone Number(s):	_____
Fax Number:	_____
E-mail Address:	_____
Signature of Property Owner: (Original Signature Required)	_____

APPLICATION REQUIREMENTS

Item

1

One (1) completed application form with all required signatures.

2

One (1) drawing of the proposed temporary sign. The drawing must indicate the following items:

- (a) all message content to include text, logos and graphics,
- (b) accurate colors,
- (c) construction details of sign,
- (d) dimensions and
- (e) location of the sign placement.

See User's Guide to the Herndon Zoning Ordinance #3. Signs for a description of the method used for calculating sign area.

3a

One (1) sketch plan, if the sign is not attached to the building, showing the location of the sign on the property and including all vehicle entrances and exits. Include a description of the proposed support system.

OR

3b

One (1) sketch of the façade of the building showing the location of the sign on the building.

Note: Temporary signs are permitted for special events, grand openings or other significant temporary, nonrecurring incidents or activities not including sales and other common merchandising events.

Temporary signs shall not exceed an area of 24 square feet and shall not be displayed for a period exceeding 45 consecutive days.

Temporary signs that create a sight distance violation are not allowed.

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NOT ASSOCIATED WITH A TEMPORARY USE PERMIT - continued

For Community Development Office Use Only:

Application Received by:		Date:
Case No:		Zoning District:
Tax Map Reference Number:		
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent		
Action:		Date:
Signature:		
Notes: _____		

